

## Steps to Score a Test at the Testing Station

If a student indicates they are finished with the test, even though time may remain to complete the test, you may interrupt the test-in-progress and **Score the Test**. The student has no possibility of continuing the test. Scoring a test may be done at the **Testing Station** or at the **Management Console**.

Step	Screen	Description
1.	<p><i>Note!</i> There is no possibility for the student to return to the test.</p>	<ul style="list-style-type: none"> <li>At the <b>Testing Station</b>,                             <ul style="list-style-type: none"> <li>Use the <b>Ctrl + E</b> key-command.</li> </ul> </li> <li>From the pop-up,                             <ul style="list-style-type: none"> <li>Click <b>Score the test and end it now</b>.                                     <ul style="list-style-type: none"> <li>The test is closed, <b>Scored</b>, and recorded.</li> </ul> </li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>At the <b>Testing Station</b>,                             <ul style="list-style-type: none"> <li>The <b>Personal Score Report (PSR)</b> will automatically display (if enabled in session settings).</li> <li>Click the <b>right arrow</b> to continue.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>The application returns to the <b>Menu</b> screen.</li> <li>If the student has more tests to take –                             <ul style="list-style-type: none"> <li>The student may click on the next test button and begin the test.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>If the student will not take any more tests,                             <ul style="list-style-type: none"> <li>The student will <b>Logout</b>.</li> </ul> </li> </ul>

Step	Screen	Description
5.		<ul style="list-style-type: none"> <li>• The application returns to the <b>Main</b> screen.               <ul style="list-style-type: none"> <li>○ The <b>Testing Station</b> remains active for the next student to begin testing – i.e., <b>Enter ID</b>.</li> </ul> </li> <li>• If no further testing will take place –               <ul style="list-style-type: none"> <li>○ <b>EXIT</b> the <b>Testing Station</b> at top right.</li> <li>○ <b>STOP</b> the <b>Testing Session</b> at the <b>Management Console</b>.</li> </ul> </li> </ul>